

Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

Position:	Office Assistant (Typing)/ Office Technician (Typing)
Position #:	051-150-1379-XXX 051-150-1139-025
Salary Range:	\$2143-\$2826 \$2686-\$3264
Issue Date:	October 8, 2008
Contact:	Suzanne Eaker (916) 324-3845
Location:	Admin. & Disbursements Human Resources 300 Capitol Mall, Ste. 300 Sacramento, CA 95814
Final Filing Date:	Statewide October 22, 2008

Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

All hires will be subject to a background check.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
Administration and Disbursements
ATTN: Priscilla Miranda
300 Capitol Mall, Suite 300
Sacramento, CA 95814

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. The Office of the State Controller (SCO) is in the process of moving in the direction of becoming the destination employer within the State of California.

Scope of the Position:

With supervision from the Assistant Chief, Human Resources, the incumbent will exercise a high degree of independence, initiative and originality, and be responsible for performing duties in relationship to office support by typing, filing and maintaining confidential files, both electronically and physically.

Specific duties include but will not be limited to the following:

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- Exercise proper uses of personal computer software such as Microsoft Word, Microsoft Excel, etc., to develop a wide variety of complex, sensitive and confidential related correspondences for signature; and personnel relates charts and graphs.
- Answer incoming telephone inquiries from the public, state agencies, staff and direct to appropriate parties. Provide forms as requested for personal changes or updates; receive applications from the public for examination advertisements or vacancies advertised through the Human Resources Office.
- Maintain supplies in the stock room by performing periodic inventory and ensuring all supplies are maintained for the office, follow up with vendors, and receive and verify against invoices. Maintain reproduction of all office guides and reference manuals.
- Maintain all forms utilized within the Human Resources Office, as well as maintain electronic file and binder of current and newly created forms.
- Maintain Human Resources manuals such as the State Administrative Manual, State Personnel Precedential Decisions, etc.
- Assist Personnel Specialist in filing confidential documents into Official Personnel Files, Certification lists, and ADA files.
- Schedule and conduct Official Personnel File reviews for internal and external interests.
- Perform mass distribution of employment inquiries generated through the Certification System.
- Maintain accurate logs of distributed and received probationary reports, Individual Development Plans, and Merit Salary Increases.
- Operate a photocopy machine for reproduction assignments.
- Special projects include but not limited to, updating written procedures within the Human Resources Office. And serve as the Human resources representative for internal committees and activities.